

SELF SERVICE CENTER

PROCEDURE: HOW TO SERVE THE COURT PAPERS BY PUBLICATION

STEP 1: PUBLISH THE COURT PAPERS. Use the attached letter to tell the newspaper what you need.

1. IF YOU ARE PAYING THE COSTS TO PUBLISH, USE ANY PAPER OF GENERAL CIRCULATION
OR,
2. CONTACT THE RECORD REPORTER. Call 484-4800 to find out the amount the money order needs to be made out for. Ask the Clerk of the Court where to find the DROP BOX, then drop a copy of the attached letter, the documents you filed with the Clerk, and a money order attached in the drop box.
OR,
3. IF YOU HAVE A COURT ORDER DEFERRING SERVICE COSTS: CONTACT THE ARIZONA BUSINESS GAZETTE (271-7300). Ask the Clerk where to find the DROP BOX, then drop a copy of the attached letter, the documents you filed with the Clerk, and the Certified Order Deferring Publication Fees in the drop box.

Notice: There is a filing fee for all Petitions and there are Service Fees. You may request a Deferral of the filing fees (and the Sheriff's Service Fees if you intend to use the Sheriff's Office for service) or publication fees at the time you file your papers with the Clerk of the Court.

STEP 2: WAIT. Wait for the newspaper to send you the original of the document called **AFFIDAVIT OF SERVICE**.

STEP 3: COMPLETE YOUR PAPERWORK:

- A. Fill out the **AFFIDAVIT SHOWING CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION** document which is attached.
- B. **ATTACH** a copy of the published notice from the newspaper(s).
- C. **KEEP A COPY** for yourself of the **AFFIDAVIT SHOWING CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION**.

STEP 4: FILE THE COURT PAPERS:

- A. File the original of the **AFFIDAVIT OF CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION**, and a copy of the publication, and;
- B. File the original **AFFIDAVIT OF SERVICE** you received from the newspaper(s).

STEP 5: GO: GO TO YOUR COURT HEARING. Bring a copy of the Petition, Notice of Hearing, Affidavit Showing Why Publication was Used, and Affidavit of Service with you to the hearing.

DO NOT BRING CHILDREN TO COURT.

Print Name

Print Address

_____, 20_____
Date

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Court Case No. _____
Enclosed is a copy of the Petition for Dependency and Notice of Hearing stamped by the Clerk of Court.

Please publish a Notice in your newspaper about this court case one (1) time, at least five (5) days before the hearing. Also enclosed is (check one box):

- ☐ A check or money order in the amount of \$ _____ for the cost of the publication as requested.
☐ A certified copy of the Order from the court waiving the publication costs.

When you receive this letter, please call me at (602) _____ to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

Sign your name

Enclosures:

- ☐ Court documents AND
☐ Check or Money Order OR
☐ Certified copy of Court Order of Deferral of Publication Fees